



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

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Division of Energy, Housing and
Community Resources
P.O. Box 7970
Madison, WI 53707-7970

To: CDBG Housing RLF Grantees

From: Theola Carter
Director – Bureau of Housing

RE: Housing Revolving Loan Fund (RLF) ACTIVITY REPORTING
Reporting Period APRIL 1, 2015 – MARCH 31, 2016

It is that time in the year for you to complete and submit your CDBG Housing RLF Activity Report. You may go to the following link <http://doa.wi.gov/Divisions/Housing/CDBG-Housing-Revolving-Loan-Fund-Program/CDBG-RLF-Online-Activity-Report/> to complete this report online for the DEHCR 2015 program year. **All** fields must be completed; the only exception is the Miscellaneous Activity field in the third (3rd) section on the on-line form.

FIRST STEP

Section 1

- Give the name of your community and use the drop down box to select the county in which you are located.

NEW REQUIREMENT: This year, you are required to provide your DUNS number on the on-line report. A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity. You will not be able to submit your on-line form without the number being included. If you do not have a DUNS number, you will have to contact the Bureau of Housing at the email listed below and request a copy of the form to complete and submit. You are required; however, to obtain a DUNS number and provide it to Bureau once you receive it.

Apply for your number at the following link: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

Section 2

- Provide the first and last name of the clerk in your community, and
- The address, telephone and e-mail address for the clerk.

Section 3 (Please note, do not use commas or dollar sign when entering dollar amount)

- **STARTING BALANCE:** Indicate the starting balance in the account as of 4/1/15 (1st month of the program year).
- **INCOME RECEIVED:** Compute and report all repaid housing loans and interest received for the reporting period.
- **DOLLARS SPENT:** Compute and report all loans and grants made with RLF funding for the reporting period.
- **ADMINISTRATION:** Compute and report the total dollar amount used for administration costs during the reporting period.
- **INCOME RETURNED to DEHCR:** This includes any CDBG housing RLF funds that were returned to the Division during the reporting period.
- **NUMBER OF OWNER OCCUPIED UNITS ASSISTED:** Report the number of owner occupied units that were assisted during the reporting period.

- NUMBER OF RENTER OCCUPIED UNITS ASSISTED: Report the number of renter occupied units that were assisted during the reporting period.
- MISCELLANEOUS ACTIVITIES: Report non-rehabilitation or administration eligible CDBG activities that were funded with RLF funds (i.e. acquisition or relocation) if any.
- HOUSING REVOLVING LOAN FUNDS BALANCE: Report the balance in the account at the end of the reporting period (March 31, 2016).

Section 4

- Provide the first and last name of the RLF administrator for your community.
- Provide the person's Title (i.e. Director, Administrator...etc.)
- Provide address, telephone and e-mail address of RLF administrator for your community.

Once you have entered all the information, you must complete the process by:

1. Typing in the verification text (box with the combination of letters and numbers) in the adjacent box then click on the SUBMIT button below it.
2. Once you hit the submit button, it will take you to a new screen which displays all the information that you input into the system. You will receive an e-mail confirmation notice with your information in it as well.
3. Make sure to print the screen, have the Chief Elected Official or his/her designee sign the form.
4. Submit the signed form along with the copy of the bank statement(s) and accounting journal to DEHCR and be sure to maintain a copy for your records.
5. After you print a copy of your report, you must close your internet browser. This will clear out previously entered information.

SECOND STEP

A copy of the form with the signature of the Chief Elected official or designee must accompany the following supportive documentation:

- CDBG Housing RLF bank statement(s) with the ending balance as of 3/31/16.
- CDBG Housing RLF Accounting Journal with RLF entries from 4/1/15 to 3/31/16.

Mail to:
The Department of Administration
Division of Energy Housing and Community Resources (DEHCR)
Attn: RLF Program Manager
P.O. Box 7970
Madison, Wisconsin 53707-7970

Information must be received no later than **Monday, April 18, 2016.**

Note:

- If you have more than one bank account that you have your funds placed, you must send each bank statement.
- The information provided on your on line report must reconcile with the requested documentation.

If you have additional questions, you may contact Rick Radig (608)267-2726 or Kenna Arvold (608) 266-8052 at The Bureau of Housing or simply send your questions to the RLF e-mail at doadohcdbgrrlf@wisconsin.gov